

# Intro to eSourcing - Supplier

## Overview

SAP's eSourcing (ESO) tool is used by Union Pacific to source services and materials and to manage contracts. Suppliers respond to bids and manage contracts in ESO.






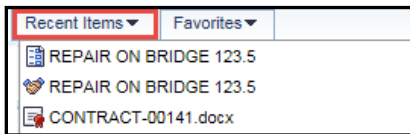
## Dashboards

Each product suite within eSourcing has a Dashboard. Click on the suite title to display its dashboard.



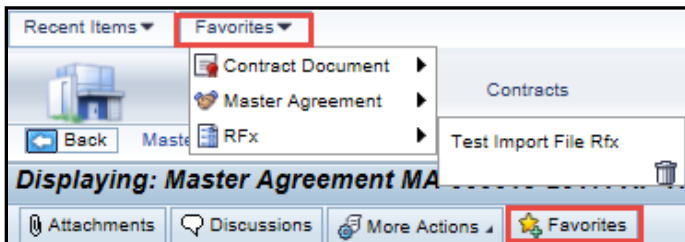
## Recent Items

Click **Recent Items** to show the last ten documents you accessed. This may be RFXs , Master Agreements , or Contract Documents .



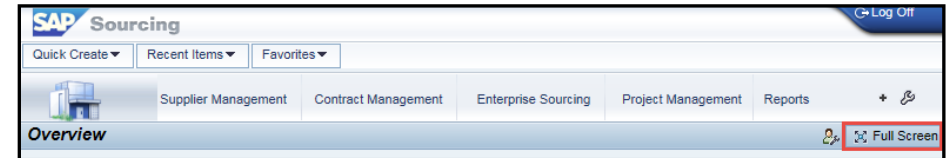
## Favorites

Click **Favorites** on a document to show it in the **Favorites** list.




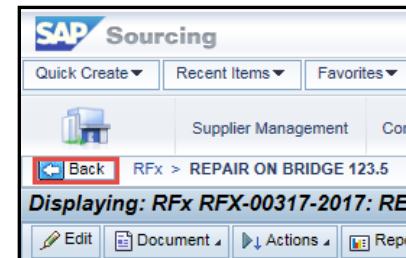
## Full Screen

Click **Full Screen** to hide the Dashboard menu.




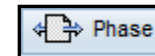
## Back

To go back to a previous screen, use the Back button in eSourcing, not the Web Browser back button .



## Phase Status

The phase status button displays the current status that a document is in. Each document has a unique status lifecycle. The **Button** icon is ; the description changes. Click the button to change the status.



## SAP Help

SAP standard help documentation, e-learning, and guides are available.

